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Georgia Department of Education
Office of Administrative Services
Twin Towers East
Atlanta, Georgia 30334

Werner Rogers
State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr.
Associate State Superintendent

M E M O R A N D U M

TO: Arvil Ensley
Budget and Accounting Officer
Board of Postsecondary Vocational Education

FROM: Vickie Oakes ^{Y.O.}
Records Management Officer
Department of Education

SUBJECT: Transfer of Records Retention Schedules from the Department of Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

76-191	81-109	81-181
76-192	81-110	81-182
81-7	81-176	81-183
81-8	81-177	81-185
81-51	81-178	81-192
81-71	81-179A	81-226
81-108	81-180A	

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

1. 76-RM-1 - "Scheduling Procedures"
2. 82-RM-2 - "Finance and Fiscal Files Supplement"
3. 82-RM-4 - "Statewide Commons Supplement"
4. 79-RM-1 - "State Records Services Handbook"



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Industrial Development-Quick-Start Program Office of Vocational Education 340 State Office Bldg. Atlanta, Georgia 30334	Application Number 81-8	
Application Number		Date Received 1-8-81	Date Completed 1-20-81
2. Person to Contact Lynda L. Smith		Working Title Senior Secretary	Telephone Number 656-2550
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest July 73 To Date		5. Records Series Title (followed by title used in office, if different) Quick-Start Commitment Letters Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Quick-Start unit is responsible for providing instructors, equipment, and materials for training personnel in new or expanding industries in Georgia. When a company selects a Georgia site, the Industrial Training Coordinator from the area voc-tech school and the State Industrial Coordinator for the Dept. of Education visit the home plant and consult with key company officials. Together they determine the company's needs, job requirements and start-up schedule. Once all the training factors have been discussed and agreed upon, the coordinators will design a training plan and submit it to the company for approval. The training plan (commitment letter) will clearly spell out all costs to be borne by the State of Georgia, the contents and projected goals for each course, the course start and completion dates, the location of training and the methods to be used in recruiting and selecting trainees. On an average, Quick-Start project last less than two years and occasionally some last three to four years. Should some legal problem or dispute arise it would be well to be able to retrieve these records rather easily.			
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: commitment letters to prospective industries, and related correspondence. Included are: formal letters of commitment and related correspondence.	
File is arranged: chronologically by fiscal year, thereunder alphabetically by name of industry.			
8. Monthly Reference Rate		How often are records referred to which are: One to six months old 100 Seven to twelve months old 100 Thirteen to twenty-four months old 50 Twenty-five months and older 25	
9. Annual Rate of Accumulation of Records Letter-size drawers one ; Legal-size drawers ; Shelves ; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	n/a	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>10</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Should some legal problem or dispute arise it would be well to be able to retrieve these records rather easily.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 8 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) transfer files for all years ending in 4 and 9 to the State Archives for permanent retention. Destroy remainder.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>J. L. L. L. L. L.</i>	<u>1/7/81</u>		
State Records Committee (Signature) Date			
State Auditor/Designee	<i>[Signature]</i>	<u>1-16-81</u>	
Secretary of State/Designee	<i>Carroll H. H.</i>	<u>1-15-81</u>	
Attorney General/Designee	<i>M. H. H.</i>	<u>1-16-81</u>	

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)